

Employment Application

Position Information

Full Time _____	Full Time Position Applying For:	
Seasonal _____ If Seasonal , please mark which position you are applying for:		
_____ Camp Director	_____ Lifeguard	_____ Facilities Maintainer
_____ Assistant Camp Director	_____ Swim Team Coach	_____ School Bus Operator
_____ Camp Counselor	_____ Assistant Swim Team Coach	_____ Basketball Referee
_____ Head Lifeguard	_____ Other: _____	

Date available to start: _____ Is a resume attached? Yes No

Are you currently employed? Yes No If yes, may we contact your present employer? Yes No

If an offer of employment is made, can you submit proof that you are legally permitted to work in the United States?*

Yes No

*Please note that if hired, you will be required to furnish valid documentation that you are legally entitled to work in the U.S. prior to employment.

Personal Data

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

List any other names you have been known by, including maiden name: _____

Valid Driver's License No: _____ State of Issue: _____ Date of Issue: _____

Are you a veteran of the U.S. military service? Yes No

If so, which branch _____ Dates of Service _____

Military training and experience relevant to job applied for:

Education Data

Type of School	Name of School	Location City & State	Major Subject or Course of Study	Highest Grade Completed	Degree Obtained
High					
College					
Graduate					
Other (Specify)					

Work History – List your most recent job first; all periods of unemployment should be shown in a separate block. The following information must be supplied in full, even if you attach a resume.

PERIOD OF	NAME AND ADDRESS OF	POSITION & PHONE
FROM	NAME OF BUSINESS	POSITION
TO	ADDRESS OF BUSINESS	PHONE
BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER		

PERIOD OF	NAME AND ADDRESS OF	POSITION & PHONE
FROM	NAME OF BUSINESS	POSITION
TO	ADDRESS OF BUSINESS	PHONE
BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER		

PERIOD OF	NAME AND ADDRESS OF	POSITION & PHONE
FROM	NAME OF BUSINESS	POSITION
TO	ADDRESS OF BUSINESS	PHONE
BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER		

PERIOD OF	NAME AND ADDRESS OF	POSITION & PHONE
FROM	NAME OF BUSINESS	POSITION
TO	ADDRESS OF BUSINESS	PHONE
BRIEF DESCRIPTION OF DUTIES		
REASON FOR LEAVING		
MAY WE CONTACT THIS EMPLOYER		

Relatives in Our Employment

NAME	RELATIONSHIP	NAME	RELATIONSHIP

Other Skills & Qualifications – Describe your skills, experience, certifications or other training that are relevant to the job sought (including membership in any trade organizations or professional societies):

References – Give three references (not relatives)

NAME	OCCUPATION	YEARS KNOWN	PHONE	ADDRESS

Please return completed application to:

**Town of Manchester
Director of Operations and Human Resources
6039 Main St
Manchester Center, VT 05255**

Certificate of Applicant (Please read carefully before signing) – All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or education institution listed hereon including this municipality, to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

Applicant's Signature: _____

Date: _____

Equal Employment Opportunity Policy –It is the policy of the Town of Manchester to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, physical or mental condition, HIV status or veteran status. This policy applies to every aspect of employment practices including, but not limited to, the following: Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, physical or mental condition, HIV status or veteran status, except where such a factor can be demonstrated as a bona fide occupational qualification. Other personnel actions such as compensation, benefits, transfers, layoffs, training and assignments will also be administered without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place birth, age, physical or mental condition, HIV status or veteran status, except where such a factor can be demonstrated as a bonafide occupational qualification.